

## Job Detail

Staff Level

Position Title	new graduate recruiter
Recruiter Company	Cornerstone Recruitment Japan K.K.
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-07
Job Type	General Affairs/HR/Legal - HR (Recruiting)
Industry	
Location	Asia Japan Tokyo
Job Description	<p>[JOB RESPONSIBILITIES]</p> <ul style="list-style-type: none"><li>• Formulation of recruitment strategies, determination of recruitment standards and methods</li><li>• Policy posting of job postings</li><li>• Agent development and relationship building</li><li>• Planning and execution of direct recruiting</li><li>• Holding company information sessions</li><li>• Candidate progress management</li><li>• Document screening and interview/interview correspondence</li><li>• Candidate Motivation and Closing</li><li>• Planning and operation of corporate website and various media</li><li>• Recruitment PR activities</li><li>• Writing offer letters</li><li>• Follow-up of prospective employees, review and improvement of each measure</li><li>• In charge of mid-career recruitment and hiring of foreign nationals</li></ul>
Company Info	<p>[COMPANY OVERVIEW]</p> <p>IT venture company</p>
Qualifications	<p>[JOB RESPONSIBILITIES]</p> <ul style="list-style-type: none"><li>• Formulation of recruitment strategies, determination of recruitment standards and methods</li><li>• Policy posting of job postings</li><li>• Agent development and relationship building</li><li>• Planning and execution of direct recruiting</li><li>• Holding company information sessions</li><li>• Candidate progress management</li><li>• Document screening and interview/interview correspondence</li><li>• Candidate Motivation and Closing</li><li>• Planning and operation of corporate website and various media</li><li>• Recruitment PR activities</li><li>• Writing offer letters</li><li>• Follow-up of prospective employees, review and improvement of each measure</li><li>• In charge of mid-career recruitment and hiring of foreign nationals</li></ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	Depends on experience